



Idaho Division of Professional-Technical Education  
P.O. Box 83720  
650 West State Street  
Boise, Idaho 83720-0095  
<http://www.pte.idaho.gov>

LOCAL ADVISORY COMMITTEE  
MEMBER HANDBOOK

Improving  
Professional-Technical Education  
Through  
Business, Industry and Education  
Cooperation



**Committed to Excellence:**

Preparing Tomorrow's Workforce Through  
Quality Leadership and Service

## LOCAL ADVISORY COMMITTEE

Idaho State Board for Professional-Technical Education

<b>Laird Stone</b>	President
<b>Twin Falls</b>	
<b>Milford Terrell</b>	Vice-President
<b>Boise</b>	
<b>Paul C. Agidius</b>	Secretary
<b>Moscow</b>	
<b>Blake Hall</b>	Member
<b>Idaho Falls</b>	
<b>Roderic W. Lewis</b>	Member
<b>Boise</b>	
<b>Dr. Marilyn Howard</b>	Ex-Officio Member
<b>Boise</b>	
<b>Karen McGee</b>	Member
<b>Pocatello</b>	
<b>Sue Thilo</b>	Member
<b>Coeur d'Alene</b>	
<b>Mike Rush</b>	State Administrator Division of Professional-Technical

The Idaho Division of Professional-Technical Education is an equal opportunity employer and does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex and/or disability.

"Costs associated with this publication are available from State Division of Vocational Education in accordance with Section 60-202, Idaho Code. 07/93/VE276/10,000/01000"



## NOTES



## NOTES

## MEMBER HANDBOOK

### ***Introduction***

This booklet is designed to provide you with information on the organization, purpose, and structure of advisory committees. The committees serve an important function for occupational and technical programs by providing an avenue for information and contact with the people who are employed in the occupational area.

### ***Purpose***

The committee's purpose is to advise and serve as the link between the school and industry. Professional-Technical programs are designed to prepare students to enter the work force in an occupational area and upgrade those already in the workforce. The programs must stay as current as possible. Industry representatives on the advisory committee perform a service to the school and students by providing advice on all phases of the program.

### ***Membership***

Membership of the committee is comprised of industry representatives selected from management and labor, past or present students, and parents and community members with an interest and knowledge of the occupation. Members are selected on the basis of specific knowledge, and geographic distribution with equitable representation of sexes, age, ethnic minority groups, and other members of special populations in the community. The committee provides support and direction for the administrators of occupational and technical programs.

### ***Policy***

It is the policy of the Idaho State Board for Professional-Technical Education that an advisory committee be established for Professional-Technical Education programs before reimbursement can be authorized. The committee shall be advisory only, having no administrative authority, and is not created to take away any of the rights and/or privileges of the local governing board and administrative staff.

## LOCAL ADVISORY COMMITTEE

### ***What's In It For You***

Professional-Technical programs are designed to provide entry level competencies and upgrading skills for a specific occupation or family of occupations. Graduates from this program will be moving into your business or businesses like yours. As an advisory committee member, you will have the opportunity to help develop programs and provide a valuable service to the educational system.

### ***Suggested Time to Elect Officers and Responsibilities of the Officers***

With the exception of secretary, committee officers should be non-educators who are elected by the membership. Officers should be selected from among members who exhibit a willingness to serve, who have a positive performance and who represent the diverse aspects of the community. Experience has found that conducting elections at the end of the year enables members to recall the nominees' previous performance. It also allows new officers time to plan for the next year during the summer and start the new year ready to work rather than organize. Another reason to hold elections at the end of the year is that the first meeting of the new year can be devoted to orienting new members and establishing the work plan for the new year.

### ***Responsibilities of Officers The Chairperson***

The chairperson normally is the link between the responsible educator and the advisory committee and should have the ability to lead. This person works closely with the educator in the planning and preparation of the meeting and agenda items. The chairperson should be familiar with Roberts' Rules of Order. The chairperson should have prior approval of the members to make appointments to sub-committees and establish dates for completion of sub-committee tasks. The chairperson also has a responsibility to:

1. Establish meeting dates and call the committee together when appropriate.
2. Prepare the meeting agenda with assistance from the school representative and assure timely distribution to interested persons.

## MEMBER HANDBOOK

### ***Definitions***

***Professional-Technical Education*** A series of education programs designed to prepare students to enter the work force. The programs contain components which include career information, applied or integrated academic skills, technical training, and safety instruction.

***Career Education*** A total educational experience in grades K-12 designed to provide students with information on a variety of occupational and career options available. Another component of career education is to develop decision making skills which will help match a student's skills, interests, and aptitudes to various careers and occupations.

***Tech Prep*** A four-year sequence of instruction with two years at the high school level and two years at the postsecondary level. This sequence integrates technical skills, applied academics, and career information in specific occupational areas. Tech Prep allows students to begin a program at high school and transfer to a postsecondary program without unnecessary repetition of learned tasks.

***Articulation*** A process which allows students to transition from high school programs to similar programs at the postsecondary level.

***Curriculum*** The total of activities and instruction which make up the Professional-Technical program. This includes instruction, field trips, work experience, and student organization activities.

***Competency-Based Instruction*** A system of instruction with the evaluation system based on the completion of previously identified competencies or outcomes which can be accurately described and verified. The competencies are selected from tasks required for an occupation which are specific in definition, conditions, and level of completion. Outcome-based and performance-based instruction are similar.

***Special Populations*** Includes individuals with disabilities, educational and economically disadvantaged students (including foster children) individuals of limited English proficiency, individuals who participate in programs designed to eliminate

## LOCAL ADVISORY COMMITTEE

### *Some Hints for Committee Members (Do's and Don'ts)*

#### **DO'S**

1. Make a commitment.
2. Attend all meetings.
3. Stick to the agenda; meetings should have a purpose.
4. Align recommendations with available resources.
5. Remember your role is advisory.
6. Advise when improvement is desired.
7. Be a good fact-finder.
8. Make commendations for a job well done.
9. Invite all opinions.
10. Develop group rapport.
11. Consider a variety of subjects.
12. Establish priorities.

#### **DON'TS**

1. Wait and see.
2. Have a record of absenteeism.
3. Waste others' time.
4. Add to the "Wish List."
5. Usurp school administrator's or Board's authority.
6. Fail to suggest alternative solutions.
7. Wait to be asked.
8. Be a fault finder.
9. Be afraid to give recognition.
10. Avoid those who disagree.
11. Wait for others to do it.
12. Impose pre-established, personal opinions.
13. Accept more responsibility than you can handle.

## MEMBER HANDBOOK

3. Prepare background information and reports as necessary and call on consultants for advice on specific problems.
4. Preside at meetings.
5. Maintain necessary communication with members, school representatives and board members.
6. Determine strategies for completing the plan of work.
7. Membership recruitment for the advisory committee including representation of sexes, ages, ethnic, minority groups and other members of special populations.
8. Following up on committee decisions to ensure that they are acted upon.

**The Vice-Chairperson** The vice-chairperson should be familiar with all the duties and responsibilities of the chairperson and be available to assume these responsibilities in the absence of the chairperson.

**The Secretary** It is advisable that this position be reserved for the school representative that is most involved with the committee. Among the other duties assigned, this position assures communication between committee members and the school administration and community. The secretary assures that notices to committee members (including agenda, special materials, for review, meeting dates, times, and places) are prepared and mailed well in advance of meetings. The secretary keeps minutes of meetings and distributes copies to members and all other interested parties. The secretary should arrive early when meetings are scheduled to assure room arrangements are proper and refreshments for committee members and guests are available.

#### **Some Hints for Evaluating Advisory Committee Meetings**

The time spent by advisory committee members at meetings is a valuable commodity. If advisory committees are to succeed, meetings must be well planned and executed. It is important to determine whether meetings have been successful or a waste of valuable time. Some helpful questions to ask your self in evaluating the success of an advisory committee meeting are as follows:

## LOCAL ADVISORY COMMITTEE

What happened at the meeting?

Did the meeting produce results?

What problems were solved?

What decisions did the group make?

Were the decision/solutions innovative?

How did the meeting go?

How did the problems get resolved?

How did decisions get made?

How well did the group work together?

Did everyone get an opportunity to participate?

How did the members feel about the meeting?

Was the meeting enjoyable?

Were members stimulated or challenged?

### **Program of Work**

In order for the local Professional-Technical committee to function effectively, the committee needs to develop a yearly program of work which outlines tasks the group plans to pursue for the following year. The planning process should use the sample planning form (centerfold) which outlines the activity, time line, and individual responsible for the activity. Listed below are suggested activities that the committee may undertake. The list is not complete and the committee may wish to identify additional or different activities.

year.

1. Labor Market Information
2. Special Training Needs for the Local Community
3. Student/Parent Recruitment and Participation in Job Fairs
4. In-service Training for Professional-Technical Instructors
5. Work Experience for Students who are Enrolled in the Program
6. Review of Curriculum, Facility, and Equipment
7. Identification of Equipment Needs and Potential Donations Available
8. Placement and Follow-up of Graduates
9. Public Relations Designed to Support & Enhance Professional-Technical Programs
10. Facility Development and Reorganization
11. Mentoring Activities for Program Participants
12. Program Evaluation



## MEMBER HANDBOOK

- Functions and responsibilities of the advisory committee.
- The annual program of work.
- The needs of females, minorities, and other members of special populations.

### **Successful Meetings Checklist**

- \_\_\_\_\_ Written Agenda Developed
- \_\_\_\_\_ Membership Notified
- \_\_\_\_\_ Facilities and Refreshments
- \_\_\_\_\_ Sub-Committee Assignments Completed
- \_\_\_\_\_ Instructor Commitments Confirmed
- \_\_\_\_\_ Agenda Support Material Prepared
- \_\_\_\_\_ Outside Presenters/Speakers Confirmed
- \_\_\_\_\_ Calendar Cleared

### **Criteria for Successful Programs**

- \_\_\_\_\_ Active Advisory Committee
- \_\_\_\_\_ Qualified, Motivated Instructor
- \_\_\_\_\_ Strong administrative support
- \_\_\_\_\_ Community Involvement
- \_\_\_\_\_ Current equipment and tools
- \_\_\_\_\_ Well organized facility
- \_\_\_\_\_ Competency-Based Instruction
- \_\_\_\_\_ Long Range Plan
- \_\_\_\_\_ A System for Follow-up of Graduates
- \_\_\_\_\_ Effectively Address the Needs of Females, Minorities, and Other members of Special Populations



## LOCAL ADVISORY COMMITTEE

There should be a schedule of meetings planned well in advance, with reminders of pending meetings sent to members on a timely basis. (Normally, committees schedule meetings approximately four times during the school year.) However, need is the basis for determining the number of meetings each advisory committee should hold. Meeting three or four times the school year may not necessarily provide enough time to develop or maintain good programs and maintain open lines of communication.

### **Regular Meetings of the Committee Should:**

- Start as scheduled.
- Take place in comfortable, convenient surroundings.
- Encourage informal, free discussion with time monitored by the chairperson who summarizes when necessary.
- Follow well-planned agendas that have been mailed in advance to members.
- Provide for discussion of current issues.
- Present current problems for discussion and action by members.
- Provide for decisions to be made by consensus whenever possible.
- Provide for the appointment of special working committees and for the committee to hear their reports in a timely manner.
- Include refreshments and some informal time.
- Adjourn at the stated time.

The first and second meetings of advisory committees often determine the success, or failure of the group and whether members are willing to continue their participation in committee activities.

### **The First Meeting Should Include an Overview Presentation of:**

- The functions, objectives, and philosophy of occupational and technical education.
- The state and local plans for Professional-Technical education including any proposed State or local legislation.
- The Professional-Technical programs of the school or schools to be advised.

## MEMBER HANDBOOK

14. Identification of Industry-Based Teaching Materials
15. Provide Speakers on Specific Technical Areas
16. Provide Summer Employment for Teachers and/or Students
17. Review Safety Procedures
18. Assist in the Establishment of Proficiency Level for Competency-Based Instruction
19. Establish and Maintain a Library of Books and Magazines Related to the Occupational Area
20. Promote the Development of Vocational and Applied Technology Education Programs and Institutions that effectively address the needs of Female, Minority, and Other Members of Special populations.

### **Sample Calendar of First Year Program of Work**

#### **Sept**

Introduction, get acquainted  
Orientation of members  
Review of committee operation and diversity of membership  
Introduction to Professional-Technical programs  
Tour of facility  
Adoption of Bylaws  
Election of Officers  
Identify and discuss goals of Professional-Technical programs  
Appoint program of work subcommittee

#### **Nov**

Report of program of work subcommittee  
Discussion, adopt program of work  
Implement program of work

#### **Mar**

Recommendations developed and finalized  
Program evaluation subcommittee report  
Plans for further evaluation work - May meeting

#### **May**

Complete program evaluation activity  
Prepare recommendations for administration and Board  
Assign program of work committee duties for next year  
Complete occupational advisory self evaluation forms

#### **Summer**

Hold a joint meeting with Board if feasible  
Prepare and submit to Board:

- Report of Activities
- Recommendations and/or Suggestions for Improvement of Professional-Technical Program and for Committee Effectiveness.

# ANNUAL PROGRAM OF WORK

GOAL	ACTIVITIES	COMMITTEE MEMBER	PROPOSED COMPLETION DATE
STAFF DEVELOPMENT	1. Retraining/Upgrading Skills Opportunities		
	2. Professional Development through Education Classes		
	3. Association Membership		
	4. Trade Conferences & In-service Sessions		
	5. Summer Back-to-Industry Opportunities		
	6. Trade Association Meetings/Trainings Sessions		

CURRICULUM CONTENT	1. Task List Update		
	2. Equipment Updates / Maintenance		
	3. Supplies & Material Support		
	4. Scope & Sequence of Instruction		
	5. Safety		